

# CONCORDIA COLLEGE™

## *Office of Academic Affairs*

### **DEADLINES & IMPORTANT DATES 2011-2012**

#### **AUGUST 2011**

- 22-23: New Faculty Orientation (Mon-Tues)
- 25-26: Fall Faculty/Staff Workshop (Thu-Fri)
- 28-31: New Student Orientation (Sun-Wed)
- 30: Promotion nominations due to Academic Affairs (email to [paulson@cord.edu](mailto:paulson@cord.edu))
- 30: Evaluation Committee Forms for Semester I and II Faculty Evaluations due to Division Chairs

#### **SEPTEMBER 2011**

- 1: Classes begin (8-9 a.m. abbreviated first class session; 10:30 a.m. classes resume)
- 1: Opening Convocation (9:10 a.m. lineup, 9:20 convocation, 10:10 beanie toss)
- 2: Registrar sends request to Department Chairs for Spring and Summer 2012 course offerings
- 7: Faculty Workload Reports due to Polly Fassinger from Department Chairs (Submit electronically to [fassinge@cord.edu](mailto:fassinge@cord.edu))
- 9: Procedure and departmental requirements for tenure decision sent to Department Chair and Faculty
- 9: Letters sent from Deans/Athletic Director/Division Chairs to faculty whose multi-year term contracts will end this academic year (cc: Department Chairs)
- 9: Reminder sent to department chairs to submit catalog changes to Academic Affairs ([sschmidt@cord.edu](mailto:sschmidt@cord.edu)) for 2012-13 catalog
- 13: Course offerings from Department Chairs for Spring and Summer 2012 due to Division Chairs
- 13-14: Symposium
- 23-25: Family Weekend (Fri-Sun)
- 22: Semester I course enrollment reports due from Institutional Research to Division Chairs and Academic Affairs
- 23: Course offerings from Division Chairs for Spring and Summer 2012 school due to Registrar
- 29: Registrar sends request to Department Chairs for Fall 2012 and Spring 2013 course offerings
- 29: Department Annual Reports for 2010-2011 due from Department Chair. Email Microsoft Word document to Elaine Ackerman ([eackerma@cord.edu](mailto:eackerma@cord.edu)) and cc: to Sandi Paulson ([paulson@cord.edu](mailto:paulson@cord.edu)). (Report is to be completed by the 2010-2011 Department Chair.)
- 30: Academic Affairs sends reminders to Department Chairs to complete Spring 2012 Adjunct Request Forms

- 30: Reports due for 2010-11 AY degree-completion grants and summer study grants (submit electronically to [lhoverso@cord.edu](mailto:lhoverso@cord.edu))
- 30: Reports for 2010-2011 AY and Spring 2011 sabbaticals due to Academic Affairs (submit to [lhoverso@cord.edu](mailto:lhoverso@cord.edu))
- 30: Announcement for 2012-13 sabbatical applications sent from Professional Growth Committee and Academic Affairs
- 30: Tenured Faculty Development Plan Outline due to Department Chair

## **OCTOBER 2011**

- 5 Requests for contract conversion due to Academic Affairs (email to [sschmidt@cord.edu](mailto:sschmidt@cord.edu) and cc: Division Chair)
- 7: Schedule spreadsheet distributed to Deans and Department/Division Chairs for review and revision
- 7: Tenured Faculty Development Plan Outline due from Department Chair to Division Chair
- 14: Revisions for 2012-13 academic catalog due to Academic Affairs ([sschmidt@cord.edu](mailto:sschmidt@cord.edu))
- 14-15: Homecoming
- 21: Spring and Summer 2012 course schedules published on the web for public viewing
- 21: Course offerings from Department Chairs for Fall 2012 and Spring 2013 due to Division Chairs
- 22-25: Mid-semester Recess (Sat-Tues)
- 26: Mid-semester grades due to Registrar at 4:00 p.m.
- 28: Department Chairs submit class schedule to Division Chairs
- 31: Applications for 2012-13 sabbaticals due to Academic Affairs (email to [lhoverso@cord.edu](mailto:lhoverso@cord.edu))
- 31: Academic Advisement and Student Development Committee sends call for nominations to faculty for Spring 2012 Student Lecture Series

## **NOVEMBER 2011**

- 3: Centennial Scholars Lecture, Oksana Bihun, 7 p.m., Birkeland Lounge
- 4: Course offerings from Division Chairs for Fall 2012 & Spring 2013 due to Dean of Arts & Sciences
- 4: 2012-13 Department Chair nomination requests sent from Dean of Arts & Sciences
- 4: Spring 2012 Adjunct Request Forms due from Department Chairs to Division Chairs
- 8: Registration for Semester II begins
- 11: Division Chairs submit proposed schedules to Dean of Arts & Sciences
- 22: Nominations for Spring Student Lecture Series due to Academic Affairs, ATTN: Academic Advisement and Student Development Committee (email to [lhoverso@cord.edu](mailto:lhoverso@cord.edu))
- 24-27: Thanksgiving recess (Thu-Sun)
- 28: Department Chair nominations due to Dean of Arts & Sciences

## **DECEMBER 2011**

- 2: First semester faculty evaluation reports for individuals seeking tenure and/or promotion due to applicable Department Chair
- 6: Course offerings from Division Chairs for Fall 2012 & Spring 2013 due to Registrar
- 6: Spring Student Lecture Series notifications to students and faculty sponsors from Academic Advisement and Student Development Committee
- 9: Draft of Self Study Reports from programs that are undergoing Program Review due to Division Chairs (*Tentative*)
- 9: 2012-13 sabbatical leave notifications to faculty from Associate Dean for Core Curriculum and Faculty Development (cc: Deans, Division Chairs)
- 14: Dean of Arts & Sciences call for nominations from department members whose chair will be on sabbatical leave during the 2012-13 AY
- 14-16: Final Examinations
- 17-10 Christmas break (Dec. 17 – Jan. 10)
- 20: Grades are due to Registrar at 4:00 p.m.

## **JANUARY 2012**

- 11: Classes begin
- 13: First semester faculty evaluation reports due to Division Chairs
- 13: Revised course offerings from Registrar for Fall 2012 & Spring 2013 to Department Chairs for final review
- 15: Department Chair's summary for faculty up for tenure due. Summary and full Promotion/Tenure file goes to applicable Dean or Athletic Director. (Department chair summary cc: to Division Chair)
- 16: Dean of Arts & Sciences names new department chairs for 2012-13 academic year
- 16: Semester II course enrollment reports due from Institutional Research to Division Chairs and Academic Affairs
- 20: Revised course offerings from Department Chairs for Fall 2012 & Spring 2013 to Division Chairs
- 26: Revised course offerings from Division Chairs for Fall 2012 & Spring 2013 to Registrar
- 27: Professional Growth Committee sends call for nominations for 2012 Flaate Awards

## **FEBRUARY 2012**

- 2: Centennial Scholars Lecture, Dawn Duncan, 7 p.m., Birkeland Lounge
- 10: Professional Growth Committee sends call for 2012-13 Centennial Scholars and Hendrickson Fine Arts Summer Study grants
- 10: Academic Advisement and Student Development Committee sends call for nominations to faculty for Fall 2012 Student Lecture Series
- 10: Revisions for 2012-13 academic catalog due to Academic Affairs, email to [sschmidt@cord.edu](mailto:sschmidt@cord.edu) (curriculum approvals and other edits)
- 14: Reports for Fall 2011 sabbaticals due to Academic Affairs (email to [lhoverso@cord.edu](mailto:lhoverso@cord.edu))
- 25-4: Mid-semester Recess (Feb. 25 - Mar. 4)
- 27: Fall 2012 course schedules published on the web for public viewing

## **MARCH 2012**

- 6: Mid-semester grades due to Registrar at 4:00
- 6: Flaot nominations due to Academic Affairs, ATTN: Professional Growth Committee (email to [lhoverso@cord.edu](mailto:lhoverso@cord.edu))
- 9: 2012-13 academic catalog draft sent to department and division chairs for review
- 9 Applications for 2012-13 Centennial Scholars and Hendrickson Fine Arts Summer Study grants due to Academic Affairs (email to [lhoverso@cord.edu](mailto:lhoverso@cord.edu))
- 12: Nominations for Fall Student Lecture Series due to Academic Affairs, ATTN: Academic Advisement and Student Development Committee (email to [lhoverso@cord.edu](mailto:lhoverso@cord.edu))
- 12: 2012-13 academic catalog draft due to Academic Affairs ([sschmidt@cord.edu](mailto:sschmidt@cord.edu)) after review by department and division chairs
- 13: Academic Affairs sends reminders to Department Chairs to complete 2012-13 Adjunct Request Forms
- 13-16: Registration for Summer and Fall 2012 semesters (Tue-Wed-Thu-Fri)
- 22-23: National Book Awards at Concordia ([www.cord.edu/nationalbook](http://www.cord.edu/nationalbook))
- 23: Second semester faculty evaluation reports due to Division Chairs
- 23: Tenured Faculty Development Reports due to Department Chairs
- 23: 2012-13 academic catalog draft to communications for set-up
- 30: Fall Student Lecture Series notifications to students and faculty sponsors from Academic Advisement and Student Development Committee

## **APRIL 2012**

- 1: Tenured Faculty Development Reports due to Division Chairs
- 5-9: Easter Recess (Thu-Mon)
- 12-13: Celebration of Student Scholarship (Thu-Fri)

- 13: 2012-13 Adjunct Request Forms due from Department Chairs to Division Chairs
- 13: Notification to Department Chairs regarding 2011-12 Annual Reports
- 13: 2012-13 academic catalog proof distributed to department and division chairs for final revisions
- 13: Notifications sent from Academic Affairs & Professional Growth Committee to recipients of 2012-13 Centennial Scholars and Hendrickson Fine Arts Summer Study grants
- 15: 2012-13 AY faculty contracts sent to faculty
- 18: Department Chairs send final 2012-13 academic catalog proof to Academic Affairs ([sschmidt@cord.edu](mailto:sschmidt@cord.edu))

## **MAY 2012**

- 6: Commencement (Sun)
- 8: Notification to Department Chairs of faculty to be evaluated Semester I and II including faculty who are due for the Tenured Faculty Development Plan
- 8: Promotion nomination letter sent out to all faculty
- 8: Grades due to Registrar at 4:00 p.m. (Tue)
- 14-8: Summer Session I (May 14 – June 8)
- 30: Notification to faculty to be evaluated Semester I and II including faculty who are due for the Tenured Faculty Development Plan

## **JUNE 2012**

- 11-6: Summer Session II (June 11 – July 6)
- 12: Grades due to Registrar by 4:00 p.m. for Summer Session I (Tue) (P.O.T. 2)

## **JULY 2012**

- 1: New Chairs assume responsibility
- 10: Grades due to Registrar by 4:00 for Summer Session II and May Seminars (Tue) (P.O.T. 3)

## **AUGUST 2012**

- 21: Grades due to Registrar by 4:00 for Full Summer (Tue) (P.O.T. 1)

## **AY 2013-14 BUDGETING PROCESS**

Dates for the 2013-14 budgeting process are to be announced by the Business Office. These include dates for the following items, which typically occur during the months of December and January:

- Budget Requests sent from Business Office
- Budget requests due in Business Office